

## HOW TO REGISTER A TATTOO ESTABLISHMENT

Use these instructions to register if you are a **New Company** using the online system for the **first time**.

Use the following link to access the online licensing system:

<https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp>

For assistance with finding a username or resetting a password, contact the OICO Help Desk: 515-281-5703 or 1-800-532-1174.

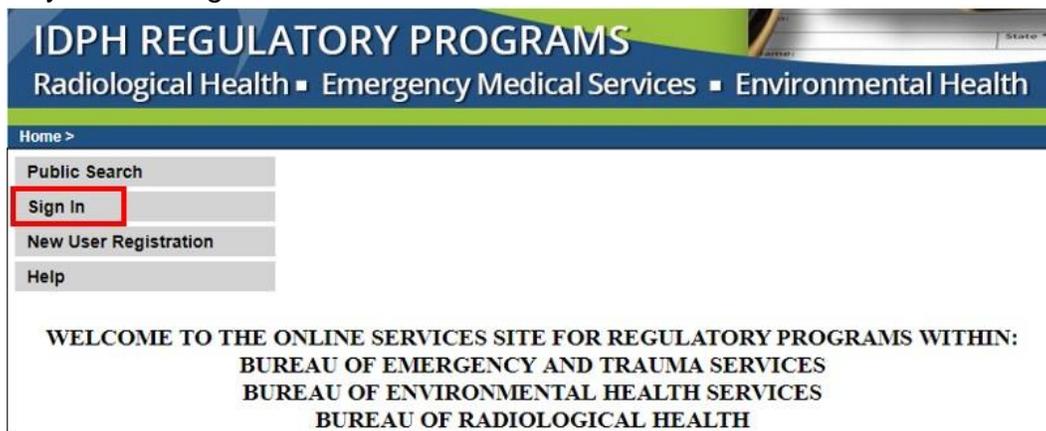
**These instructions assume you have already created an A&A account & set up your Profile Page.** If you have not created an account, go back to the IDPH Regulatory Programs Page and follow the “How to create an account” instructions.

**NOTE:** You must use either **Google Chrome** or **Safari** when applying online.

If you need assistance navigating the licensing portal after reviewing these instructions, contact the AMANDA Support Team: 1-855-824-4357.

## STEP 1: SIGN IN

Sign in to your existing account.



The screenshot shows the IDPH Regulatory Programs website. The header includes the title "IDPH REGULATORY PROGRAMS" and navigation links for "Radiological Health", "Emergency Medical Services", and "Environmental Health". A sidebar menu on the left contains "Home >", "Public Search", "Sign In" (highlighted with a red box), "New User Registration", and "Help". The main content area displays a welcome message: "WELCOME TO THE ONLINE SERVICES SITE FOR REGULATORY PROGRAMS WITHIN: BUREAU OF EMERGENCY AND TRAUMA SERVICES, BUREAU OF ENVIRONMENTAL HEALTH SERVICES, BUREAU OF RADIOLOGICAL HEALTH".

From your Profile page, click **Continue**.



The screenshot shows the user's profile page. The left sidebar has "Home > My Profile", "Home", "Sign Off", and "Help". The main content area is divided into "Basic Profile Details" and "Physical Address Details". The "Basic Profile Details" section shows: Name: Adper Amandaone, Date of Birth: 11/24/1991, Email Address\*: meghanadamer@gmail, Preferred Address: (dropdown). The "Physical Address Details" section shows: Address is: (dropdown), ATTN: (text), Street Number\*: 09, City\*: Des Moines, Street Prefix: North, County: Page, Street Name\*: Oliver, State\*: Iowa, Street Type\*: Drive, Country: US, Street Direction: (dropdown), Zip Code\*: 56789, Unit Type: (dropdown), Phone 1\*: 8990900900, Phone 2: (text). At the bottom, the "Continue" button is highlighted with a red box, along with "Reset" and "Addresses" buttons.

## STEP 2: REGISTER A TATTOO ESTABLISHMENT

From the **Programs** page, click on **New Company Registration**.

**NOTE:** If you believe your company should already be registered into the new system and you do not see your business information, please stop here and contact the Help Desk at 855-824-4357.

The screenshot shows the IDPH Regulatory Programs website. The header includes 'IDPH REGULATORY PROGRAMS' and 'Radiological Health ■ Emergency Medical Services ■ Environmental Health'. The user is logged in as 'Amanda LaunchIT'. A navigation menu on the left has 'New Company Registration' highlighted with a red box. Below the menu is a table of programs for Amanda LaunchIT with columns for License #, Applicant, Program, Status, Issue Date, Expiry Date, City, Details, Online Services, and Renew. A 'Make Payment' button is visible at the bottom right.

## STEP 3: COMPLETE THE ESTABLISHMENT PROFILE

Enter the Company Details and Address Details on the following screen. (Fields with red asterisks are required.)

- Do not use spaces or dashes when entering the Tax ID / EIN/ SSN.
- Choose your **Company Type**, then choose **Program Type** as **Tattoo Facility**.
- Choose preferred address, add an email, and fill out the address for the business.
- Click on **Continue** when you have entered in all the required details.

The screenshot shows the 'Company Profile' form. The header is the same as in Step 2. The breadcrumb trail is 'Home > My Programs > Company Profile'. The form is divided into two sections: 'Basic Profile Details' and 'Physical Address Details'. The 'Basic Profile Details' section includes fields for Company Name\*, Tax ID / EIN / SSN\*, Company Type (dropdown), Program Type (dropdown), Preferred Address (dropdown), and Email Address. The 'Physical Address Details' section includes fields for Address is (dropdown), ATTN, Street Number\*, Street Prefix (dropdown), Street Name\*, Street Type\* (dropdown), Street Direction (dropdown), Unit Type (dropdown), Unit Number, City\* (dropdown), County (dropdown), State\* (dropdown), Country (dropdown), Zip Code\*, Phone 1\* (dropdown), and Phone 2 (dropdown). The 'Continue' button is highlighted with a red box, and the 'Reset' button is also visible.

## STEP 4: MANAGE ESTABLISHMENT INFORMATION

After registering you will be taken to the **My Programs** page for your business. You can view your current licenses, **Apply for a Program**, view your **Company Profile**, and **Manage Members** of your company.

Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home > My Programs Your Name

- Home
- Public Search
- My Profile
- Company Profile
- Member Management
- Apply for a Program**
- Sign Off
- Help

Programs for Company Name

License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew
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For the **Instructions to Apply for a Tattoo Establishment Permit**, return to the How-To instructions on the IDPH Regulatory Programs Page – Tattoo.